

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 15, 2009 at 6:00 p.m.** in the **Meeting Rooms** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, PAUL SCHIERL, TONY THEISEN

EXCUSED: KIM LA PLANTE

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN (staff)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Theisen, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the December, 2008 meeting minutes stand approved.

There being no changes or modifications, the January 13, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

A letter that was sent to County Board Supervisors thanking them for their support during the budget was passed around. The Library Board received a note accompanying a donation for the Kress Family Branch. Terry also mentioned the complimentary notes received by the branches from patrons.

OPEN FORUM FOR THE PUBLIC

There were no members of the public present.

NOMINATING COMMITTEE REPORT/ANNUAL ELECTION OF OFFICERS

John Hickey and Denise Bellmore reported that all current officers agreed to serve another term. Motion by Hickey recommending that the following serve another term: Terry Watermolen as President; Kathy Pletcher as Vice-President; John Hickey as Secretary; and Paul Schierl as Financial Secretary; seconded by Theisen. Additional nominations were called for twice. There were no other nominations. Motion carried unanimously.

FACILITIES REPORT

The roof at the Kress Family Library has suffered wind damage. It is no longer under warranty. A reputable company will be hired to fix it. Lynn shared the heating bill from the Ashwaubenon Branch. Since the installation of the new HVAC system, the library has seen a savings of nearly 50% in energy and cost. Other completed projects include the installation of handicap doors at the Weyers-Hilliard, Ashwaubenon and Southwest branches.

ACCOUNTANT'S REPORT

The November financial report was presented by Lori Denault. The December report may not be available until March because the County has not completed all of the 2008 entries.. Motion by Pletcher, seconded by Buboltz to accept the November financial report. Motion carried.

Motion by Hickey, seconded by Buboltz, to accept the Gifts, Grants and Donations as follows:

Gifts & Donations

| | | |
|---------------------------------------------------|------------|-------------------------|
| GGBCF/Wrightstown Area Library Committee | 250.00 | Wri. Materials |
| Rhoda Esson | 500.00 | Large Print Materials |
| Lisa Sanderfoot | 100.00 | Kress Materials |
| Banaszynski Family-In Memory of Ethel Banaszynski | 400.00 | Pulaski Materials |
| Friends of the Brown County Library | 547.39 | Kress Storytime Props |
| Friends of the Brown County Library | 31.48 | Kress Easel Message Bd. |
| Friends of the Brown County Library | 62.11 | Popcorn & Supplies |
| Friends of the Brown County Library | (1,673.92) | Duplicate Payment |

| | | |
|---------------------------------------------------|--------------------|-------------------------|
| BCL Foundation-In Memory of Caleb Chapel | 183.71 | Kress Summer Reading |
| Patrick & Patti Doughman | 100.00 | Pulaski Materials |
| Rob Wetak | 12.00 | Library Improvements |
| James & Margo Duffy | 686.00 | Kress Materials |
| Ann Kapitz | 250.00 | SW Library Improvements |
| Greater Green Bay Community Foundation/Hogan | 200.00 | Multicultural Needs |
| Dennis Keyzer | 50.00 | Library Improvements |
| Brian Powers | 50.00 | Children's Materials |
| Banaszynski Family-In Memory of Ethel Banaszynski | 500.00 | Pulaski Materials |
| Bay Care Clinic Foundation/Dr. & Mrs. Sorrells | 500.00 | SW Summer Reading Prog. |
| Michael Baenen | 75.00 | Library Improvements |
| Michael & Susan Smullen | 1,000.00 | Kress Materials |
| Dr. Paul & Cathy Polzin | 50.00 | Denmark Materials |
| John Bettinger - In Memory of June and Ivy | 25.00 | DVD Materials |
| Joan Barr & Linda Krout | 100.00 | Young Adult Materials |
| Ashwaubenon | 76.94 | Donation Box |
| Bookmobile | 4.14 | Donation Box |
| East | 93.99 | Donation Box |
| Weyers/Hilliard | 73.25 | Donation Box |
| Central Circulation | 121.96 | Donation Box |
| Kress | 43.43 | Donation Box |
| Adult Services | 16.53 | Donation Box |
| Pulaski | 47.78 | Donation Box |
| Southwest | 29.90 | Donation Box |
| Wrightstown | 18.13 | Donation Box |
| Total Donations | \$ 4,524.82 | |

Federal & State Grants

| | | |
|----------------------------------|-----------|------------------------|
| Century Tel | \$ 388.92 | E-Rate Funds |
| AT&T | 492.34 | E-Rate Funds |
| Nicolet Federated Library System | 3,409.23 | Collection Development |
| Nicolet Federated Library System | 1,285.91 | Continuing Education |
| Nicolet Federated Library System | 3,000.00 | Library Services Grant |

Total Grants **\$ 8,576.40**

Motion carried.

CARRYOVER FUNDS

The carryover notice that will be sent to County Administration indicating the intent of carrying over 2008 funds to 2009 was distributed. An updated, itemized report of 2008 carryover funds and outstanding projects was distributed and reviewed. Lynn reported that at the time when she was negotiating the NFLS lease that Mark Merrifield inquired about the library replacing the carpet in two areas of the NFLS offices. While this is not expressly stated in the lease as the responsibility of the landlord, the Board discussed replacing the carpeting as a goodwill gesture. After consideration, **motion** by Schierl, seconded by Pletcher, to offer to pay 50% of the expenses related to re-carpeting the NFLS staff workroom (est. \$2,510) and Interloan office (est. \$4195), in an amount not to exceed \$3100, noting that this a goodwill gesture; this action is not setting a precedent and this offer will expire in 4 months. **Motion carried.** Carla questioned what line item would be affected. Lynn replied that the Books, Periodicals and Subscriptions line item would be reduced.

Motion by Schierl, seconded by Pletcher, to approve the notification of budget carryover. **Motion carried unanimously.**

John Hickey was excused from the meeting at 6:55 p.m.

Motion by Buboltz, seconded Pletcher to approve the preliminary carryover budget detail with the change discussed. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

- a. **Monthly Update** Information was distributed regarding Library Legislative Day in Madison on February 3, 2009. The Board was encouraged to attend as it is a good opportunity to speak, one-to-one with state legislators. NFLS Trustee Day is scheduled for May 9 and will be held at the Weidner Center and is a good networking opportunity.

Denise reported that the Board voted on new officers. Kay Krall (Florence) is the new President, Denise Bellmore was elected as Vice-President, John Hickey as Treasurer, Cheryl Maxwell (Marinette) as Secretary and Ken Harter as a Member at Large. Anderson, Tackman & Co. will be performing NFLS' payroll functions. The Executive Committee will serve as an audit committee to review the annual audit.

Terry commented that the working relationship with NFLS continues to improve and Denise agreed that a change in attitude toward Brown County is evident among the entire board.

Tony Theisen was excused from the meeting at 7:05 p.m.

b. Resource Library Agreement

Lynn reported that the agreement language is still being worked on so a final contract is not ready but the dollar amounts have been agreed upon. Terry mentioned that the progress that has been made on finalizing the RLA is commendable.

OWLSnet

Good questions were asked by Ed & Rec Committee members when OWLSnet information was presented. Jesse Brunette was assigned to work with the library on the contract. There hasn't been any further action on the contract. Rick Krumwiede hopes to start on updating the contract next week. Ed & Rec. questioned procedures and wondered if the financial commitment would have to go through the regular channels. Lynn stated that she checked with the state and the answer was that it didn't because this is a membership and one of the benefits of membership is the automation system. (No bidding or RFPs required).

PRESIDENT'S REPORT

Terry thanked the Board for recommending his continuance as President of the Board, expressed his appreciation to the Board for their dedication, and also thanked library administrative staff for the work they do.

DIRECTOR'S REPORT

Lynn distributed her report of meetings and activities for the last month. 2008 circulation statistics show a 2.55% increase overall. Central Library alone had a 5.63 % increase. Lynn appeared on the FOX-11 morning show regarding library use in poor economic times.

The Space Needs Analysis was presented to two different groups and copies of the report were shared. Both presentations were intended to be informative and were well-received. Per Bill Dowell, a bonding opportunity for this project may not exist until the 2011 budget but he agreed that the process to obtain the engineering assessment should be kept moving forward in the 2009 bonding process.

NFLS hosts its other member library web sites. BCL is considering joining that network (at no cost) because the county's new web format isn't the best for the library. New web formats and content management systems are being looked into to. Lynn would like to ask the Friends to pay for a consultation from a web designer. Mary Braun, staff, would maintain the web site.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Buboltz, seconded by Bellmore to adjourn the meeting. **Motion carried.** The meeting adjourned at 7:30 p.m.

NEXT REGULAR MEETING

February 19, 2009

Central Library Board Room

6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary